



## **Marketing & Communications Assistant Intern**

The Community Fund of Darien is seeking a motivated, energetic and highly organized individual to act as a part-time, unpaid Marketing Assistant Intern. Excellent communication skills and a strong interest in public relations, nonprofit community work, enthusiasm for working with a small yet mighty team, social media, technology and believing in The Community Fund of Darien's mission, vision, and values are essential to succeed in this position.

### **Job Responsibilities:**

- Draft social media content on such platforms as Facebook, Instagram, and Twitter as well as analyzing analytics to gauge success.
- Provide suggestions for improving customer experience on social platforms and internal processes.
- Assist Director of Advancement in updating website, donor correspondence, administrative tasks, special events marketing and a slew of other tasks.

### **Qualifications / Skills:**

- Social media marketing
- Organization
- Professionalism
- Innate desire to exceed customer expectations
- Outstanding writing skills
- Ability to work with a small team to accomplish goals
- Ability to work independently

### **Education, Experience, and Licensing Requirements:**

- In 3rd or 4th year of college undergraduate program or beyond
- Experience with graphic design software ex: Canva, Slide Carnival, PowerPoint

**Important information:**

- Job type: 10- 15 hours per week; Part-time, virtual; we are flexible
- Job length: one semester or more
- Reports to: Advancement Director
- Academic Credit: Maybe
- Compensation: No

To apply please send a cover letter, sample social media post, and resume to [info@communityfunddarien.org](mailto:info@communityfunddarien.org).